

03 February, 2020

Recruitment Unit
Human Resource Department
Sentinel Credit Information Service Inc.

To whom this may concern;

This is to make a formal request for replacement of the following agents enlisted below who are rendering and/or ceased their service with the company and having their maternity leave. We would like to request for an FTE who are punctual, can adapt to abrupt changes in process and knowledgeable in spreadsheet or MS Excel. Below are the list of existing and/or inactive manpower for:

Replacement:

- 1. Borlain, Jason Ayeras – Encoder – Render 22JAN2020**
Task: Create portfolio of loan borrowers thru BDO internal system.
- 2. De Guzman, Lovely Narcilla – Quality Analyst – Render 03FEB2020**
Task: Checking of Loan borrowers' portfolio details that Encoders created.
Requires keen to details ability.

Reliever:

- 1. Rodriguez, Melinda – Credit Investigator – on Maternity Leave by March 2020**
Task: Call out verification of loan borrowers' details
- 2. Dizon, Lady Charmaine Santos – Encoder – Emergency Maternity Leave 22JAN2020**
Task: Create portfolio of loan borrowers thru BDO internal system.

Hoping for soonest deployment of the above-mentioned request.

Thank you.

Regards,


John Wayne Padre
Onsite Team Leader